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0.1 CONTENTS

1.0 INTRODUCTION

Following are instructions on how to:
- Make applications and submissions to the Personnel Licensing Unit through Centrik.
- Storage for sharing of approved documents such as manuals and approvals as well as manufacturers documents.

Only applications made through Centrik will be accepted.

PEL Notice No. 85 Version 3
CENTRIK – Regulatory Applications & Submissions and Manual Repository
CIVIL AVIATION DIRECTORATE

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2.0 REGULATORY APPLICATIONS, SUBMISSIONS

2.1   SCOPE OF SUBMISSIONS

All regulatory applications, quarterly mandatory reports and operations manual amendments should be submitted through Centrik. You may use your existing Centrik logon details but now you will see a new icon at the bottom of the screen which looks like this:
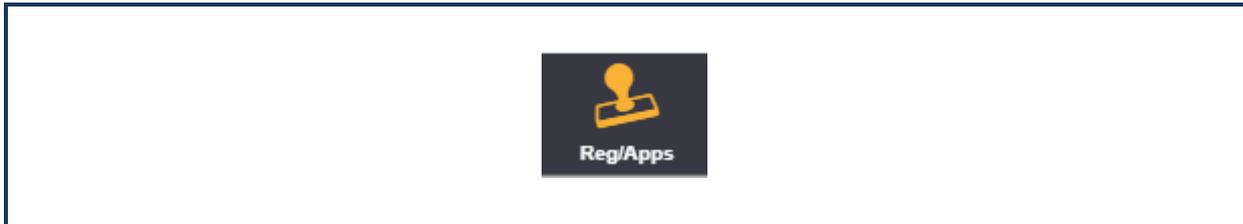

NOTE: Only one application needs to be submitted via Centrik. You do not need to apply for the Variation of ATO Certificate + Addition of training course + Manual Amendment etc. You make one submission and attach each of these application forms to the one Centrik application.
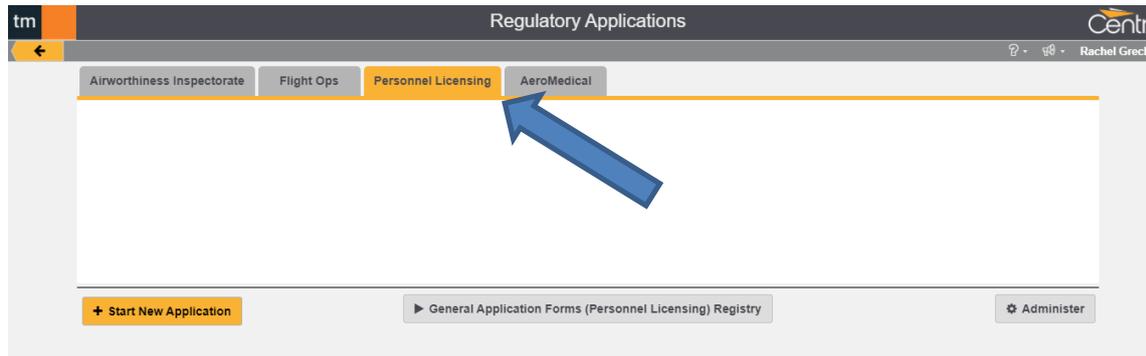
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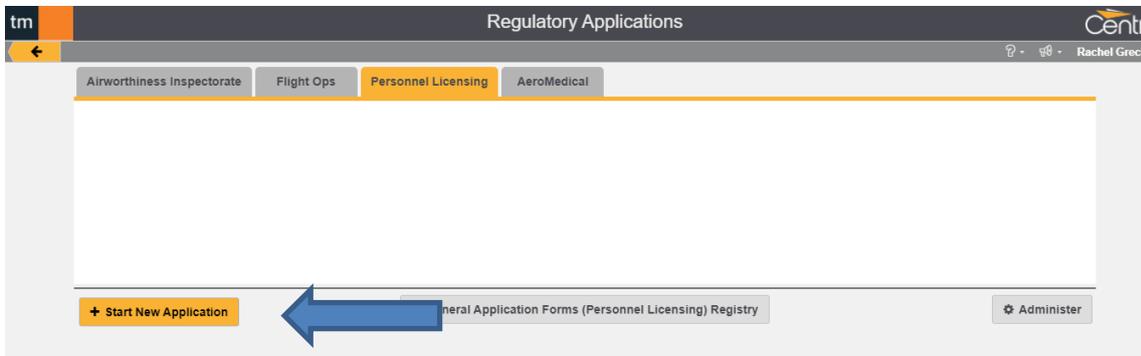
PROCEDURE

APPLICATION TAB

1. Logon to Centrik.
2. Select the Reg/Apps button at the bottom of your screen
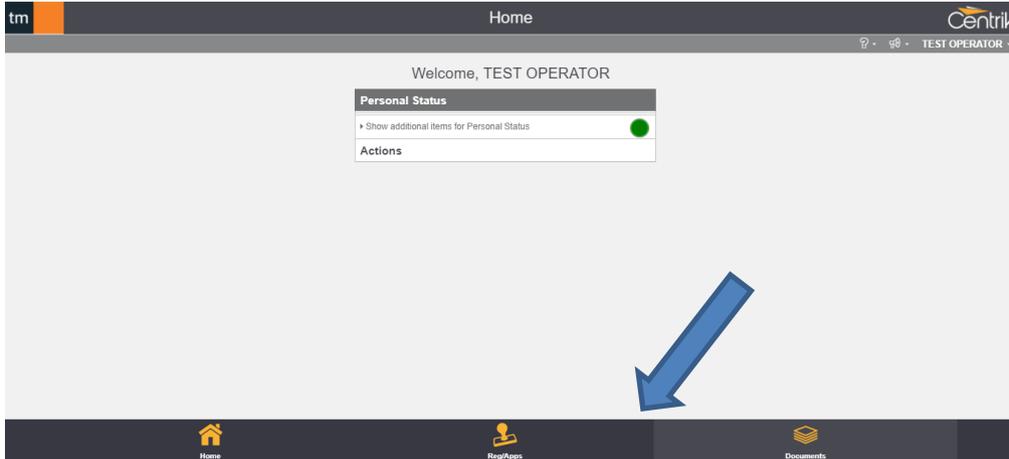
3. Select the Personnel Licensing tab, AeroMedical tab or FSTD tab as applicable.
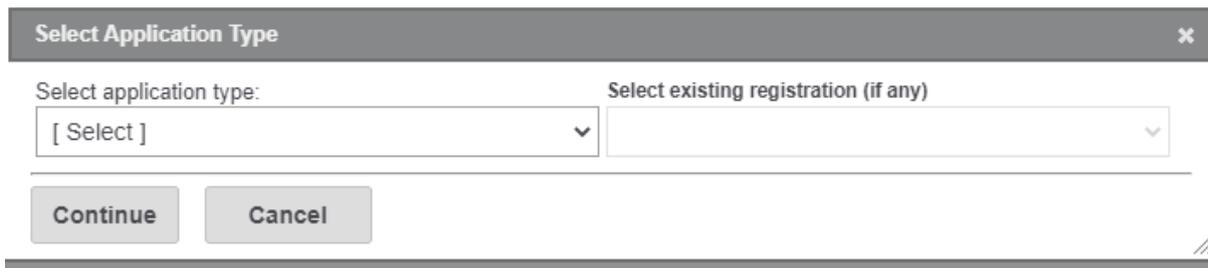

4. Click on "Start New Application".

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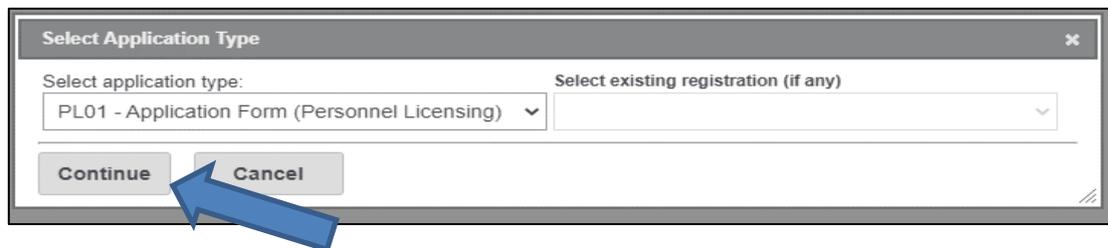
5. A drop-down box will appear.

6. Select "PL01 – Application Form (Personnel Licensing) or AeMC01 – Application Form (AeroMedical) or "FSTD. – Application Forms (FSTD)"

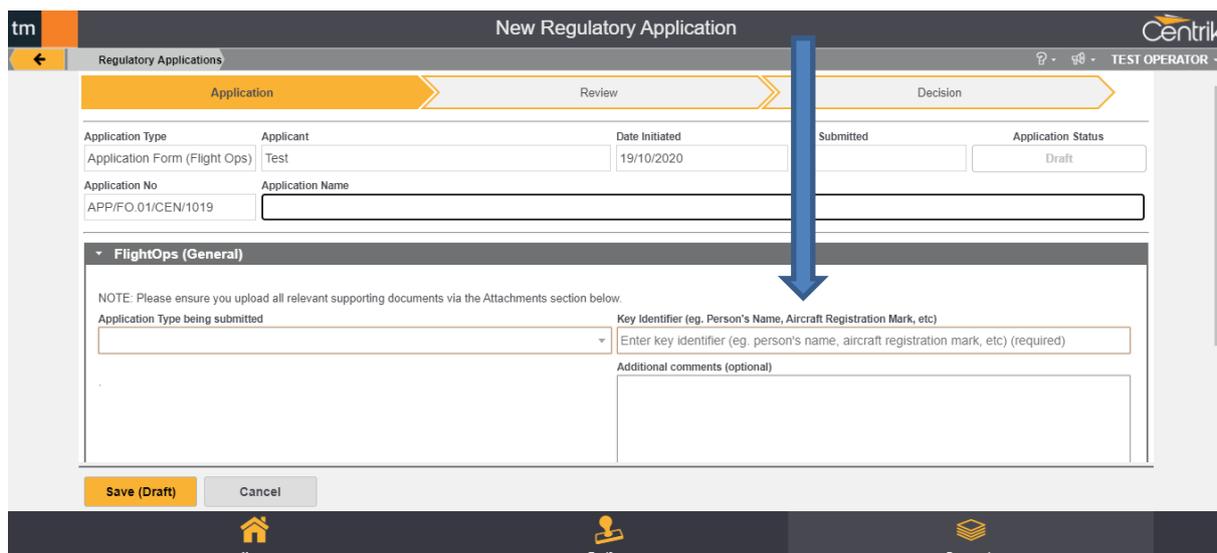   Note: For now, there will be just this one form for all submissions.

7. Then press "continue".

8. You will be presented with the following screen. Enter the application name using the following naming convention: Organisation No. (ATO, CCTO, LTB, AeMC, ATCO TO, FSTD Operator) – Organisation Name - Application details:

E.g.: ATO001 – TMCAD Training Organisation – ATO Variation – Addition of A320 Type Rating Course
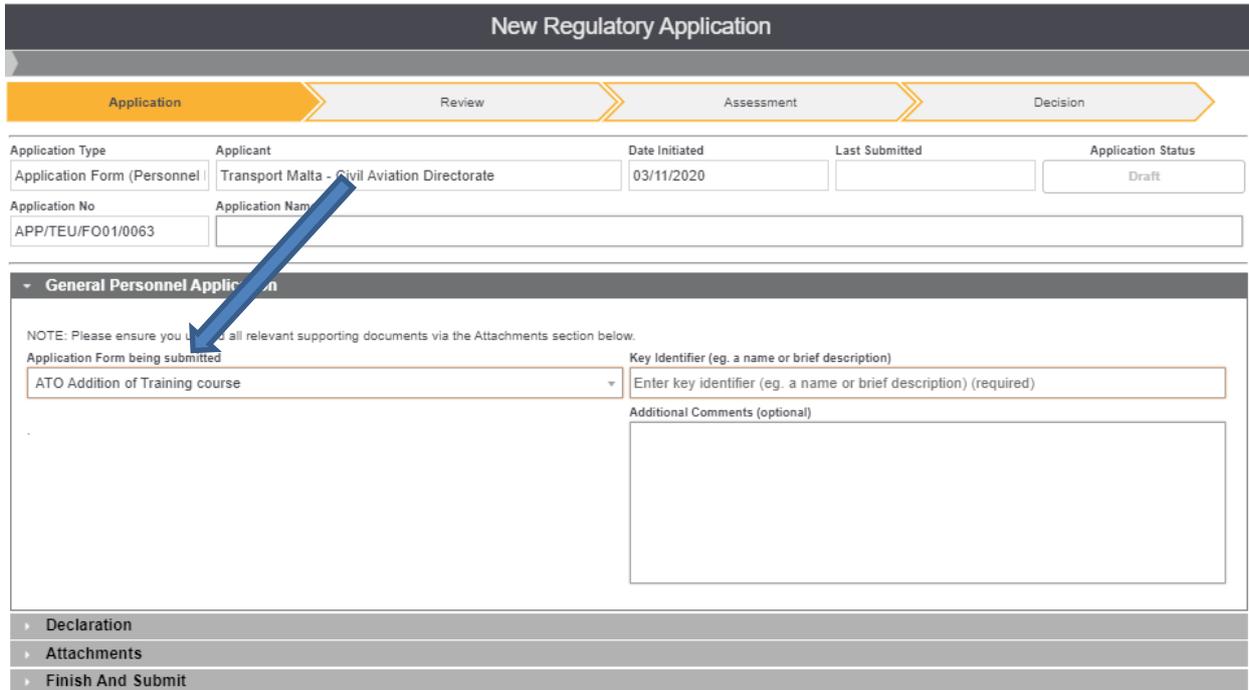
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Select the application type from the drop-down list and enter key identifiers for the application

See examples below:

Key Identifier Example 1:

For addition of an aircraft, type in manufacturer, registration and serial number.
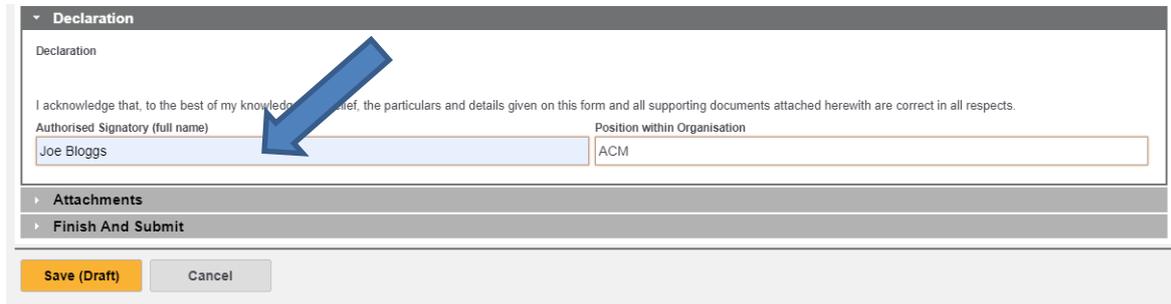
"Airbus, A320, 9H-ABC"

Example 2:

Key Identifier For a change in Nominated or Key Personnel, type in the position and name of the person.

"Compliance Manager – Amelia Royce"

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9. Click on "Declaration".

Enter all the contact details. The contact details should be for the person who is the focal point for the application. All correspondence will go through this person. Note: automatic emails from Centrik will go to the person making the application. i.e. The email will be sent to the username of the person logged in.

10. Click on the "Attachments" line.

Here you can add all the supporting documentation.
Ensure you attach the application form and all required documentation. For any changes requiring approval, ensure this includes a management of change where applicable.

Then click on "save".

Once you select "Save (Draft)", a notification will be sent to the CAD PEL mailbox where an administrator will assign the job to your respective Principle Oversight Inspector.

11. Click on the finish and submit line.
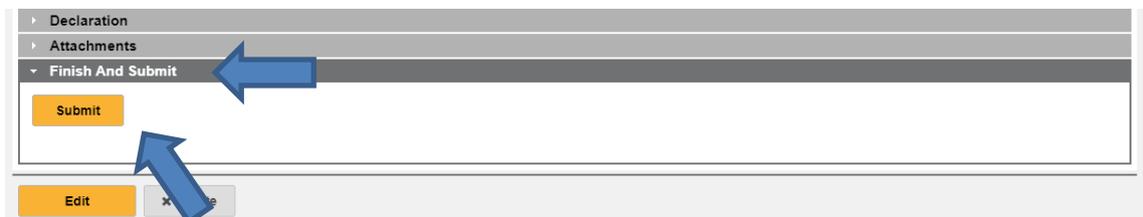
Then click "Submit".

You will then see the application has been submitted as there will be a green tick next to the Application Tab.

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You will also see that the status changes to "Submitted".

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REVIEW TAB

12. On the review tab, you will be able to see:
    a. Any comments made by the inspector; and
    b. That it has been accepted and moved to the evaluation stage.

13. Your inspector will upload any feedback here and you will be able to upload your responses here via attachment of the document/s.

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DECISION TAB

14. Once your assigned inspector has completed the assessment, they will indicate this via the Decision page. Once this has been done, you will be emailed automatically by receiving an automated email. The inspector will also upload the final documents to this tab.

15. Submit the final merged manuals (including the approval page) as per instructions in Section 3.

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Log on Centrik - Choose Reg/Apps - Click 'Start New Application' - Click Continue
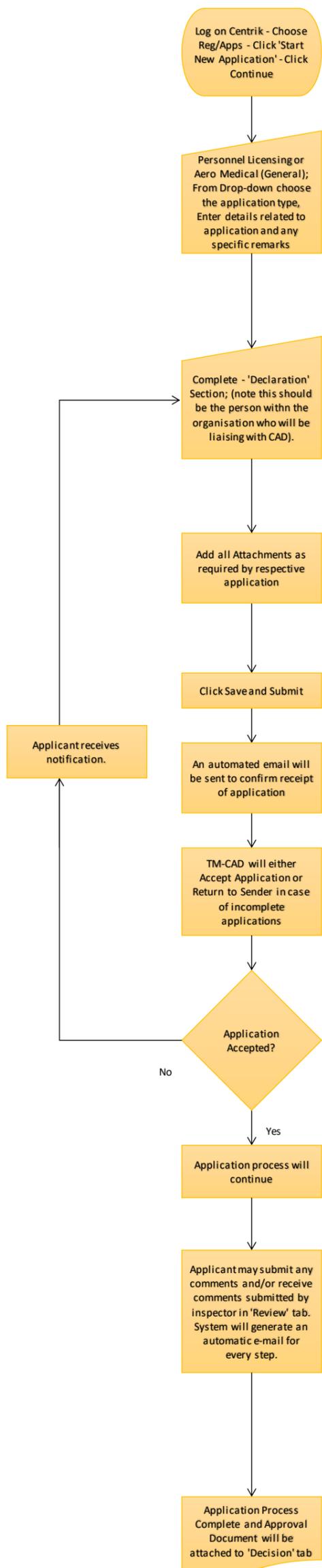
Select Application Type

Select application type: PL01 - Application Form (Personnel Licensing)
Select existing registration (if any)

Continue   Cancel

Personnel Licensing or Aero Medical (General); From Drop-down choose the application type, Enter details related to application and any specific remarks

New Regulatory Application

FlightOps (General)

NOTE: Please ensure you upload all relevant supporting documents via the Attachments section below.

Application Type being submitted

Key Identifier (eg. Person's Name, Aircraft Registration Mark, etc)
BD700 / 9H-TEST

Additional comments (optional)
Important notes related to the application

Addition of Aircraft
Application for Non-Commercial Flights
Change in Accountable Manager
Change in Address / Operator Account
Change in Nominated Person
Dangerous Goods Approval
EFB Approval

Attachments
Finish And Submit

Save   Cancel

Complete - 'Declaration' Section; (note this should be the person within the organisation who will be liaising with CAD).

Declaration

Declaration

I acknowledge that, to the best of my knowledge and belief, the particulars and details given on this form and all supporting documents attached herewith are correct in all respects.

Authorised Signatory (full name)   Position within Organisation
Joe Bloggs   Compliance Monitoring

Attachments
Finish And Submit

Save   Cancel

Add all Attachments as required by respective application

Declaration
Attachments

Attachment Title	Files		Created By	Date Created
Centrik TEST.pdf	Details	Centrik TEST.pdf	Download Clint Tabone	16/10/2020

Add Attachment or drag and drop files

Finish And Submit

Click Save and Submit

Applicant receives notification.

An automated email will be sent to confirm receipt of application

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TM-CAD will either Accept Application or Return to Sender in case of incomplete applications

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Application Accepted?

No

Yes

Application process will continue

Comments

Comment   By
Application submitted by Rachel Grech on 29/10/2020   Grech, Rachel 29/10/2020 10:17

+ Add Comment

Regulator Attachments
There are no associated attachments.
Add Attachment or drag and drop files

Workflow
Start the following workflow on 'Accept for Assessment'   Workflow owner (user or role)
PEL 2 - PEL ATO Manual Amendments Requiring Prior Approval   Grech, Rachel

Edit   Return to Sender   Accept for Assessment

Applicant may submit any comments and/or receive comments submitted by inspector in 'Review' tab. System will generate an automatic e-mail for every step.

Application Process Complete and Approval Document will be attached to 'Decision' tab

Regulatory Application   Regulatory Application

Application ✔   Review ✔   Assessment ✔   Decision ✔

Application Type   Applicant   Date Initiated   Last Submitted   Application Status
Application Form (Personnel   Transport Malta - Civil Aviation Directorate   29/10/2020   29/10/2020   SignedOff
Application No   Application Name
APPPMLHIFO01/0040   Type Rating - A320

Workflow Status   Completed

Registry Entry
Number (cannot be modified)   Name/Identifier (customisable, required)
REG/General Application Forms (Fligh Type Rating - A320
Notes and Comments (These are not visible to the Operator/Applicant)

Sign-off
Approved   Grech, Rachel   29/10/2020   Revoke

Post Sign-off Attachments
There are no associated attachments.
Add Attachment or drag and drop files

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3.0 MANUAL REPOSITORY SUBMISSION

3.1 **I.T. Solution for the Implementation of Manual Changes Review**

TM-CAD is using Centrik as a document repository for organisation manuals.
Through their Centrik log-in, organisations may now upload approved manuals directly onto
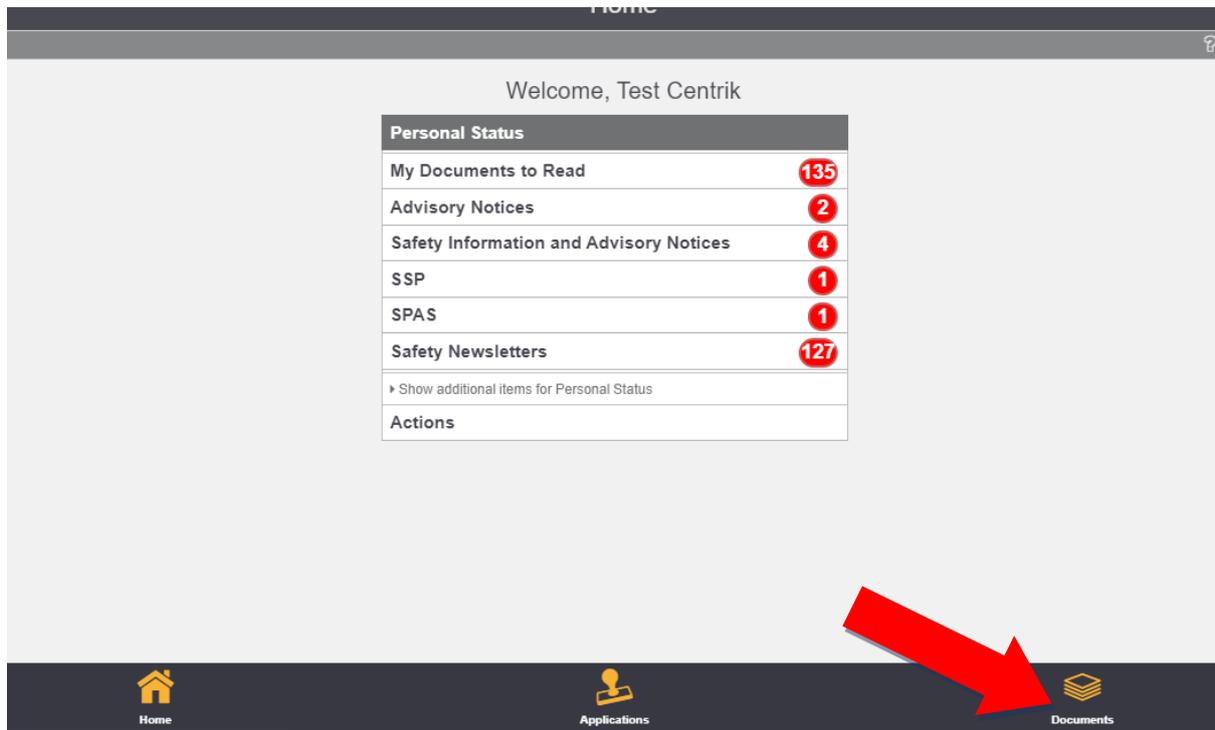their assigned operator folder.

3.2 **Objectives**

Through the use of Centrik, the following objectives will be achieved:

1. Expeditious transfer of documentation and consequently less traffic on emails;
2. Transparency and efficiency in accessing organisation manuals
3. Traceability of all reviews.

3.3 **Structure of Centrik's Document Repository**

To access the document repository, the following steps need to be followed:

1. Click on the DOCUMENTS TAB

Welcome, Test Centrik

Personal Status	
My Documents to Read	135
Advisory Notices	2
Safety Information and Advisory Notices	4
SSP	1
SPAS	1
Safety Newsletters	127
▸ Show additional items for Personal Status	
Actions	

Home   Applications   Documents
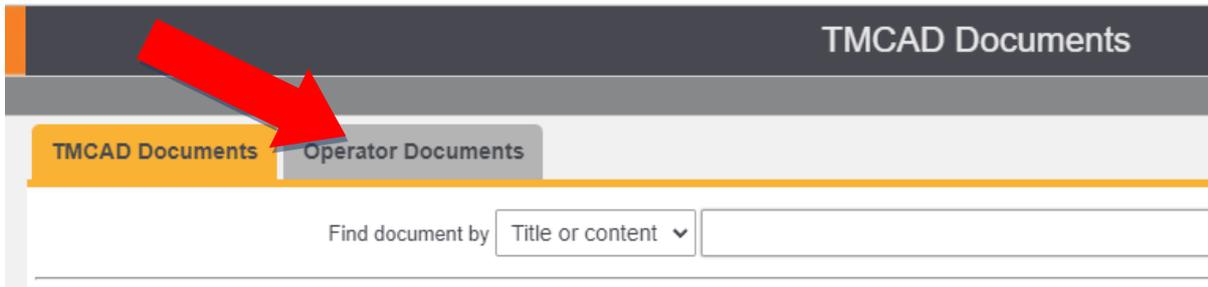
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2. Select the **OPERATOR DOCUMENTS** Tab. A folder with operator's name will then be displayed.

3. When accessing the operator folder, the user will have the facility to create a document: The document type is to be selected from drop-down list (eg. OMM, OM, TM, Other Documents PEL etc). The title should include name of document, revision / issue number as well as date of amendment (eg: OM Rev 10 Oct 2021).

For each manual, the operator will be required to create a new document, i.e. separate documents should be created for each of the document types. Furthermore, it is recommended that files uploaded are in pdf format.

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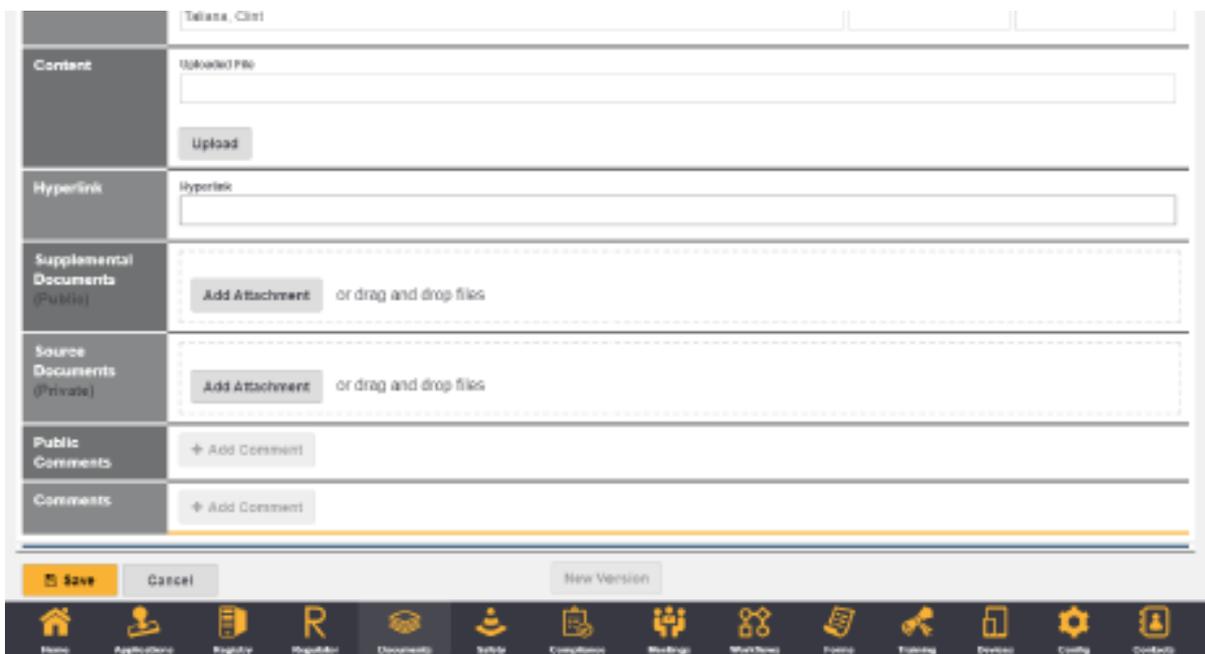
4. Once a document has been created, the user will have the facility to edit or create a new version of the document, by clicking on the **EDIT** button on the right-hand side of page. NB: this button will become available only after the first manual is uploaded.
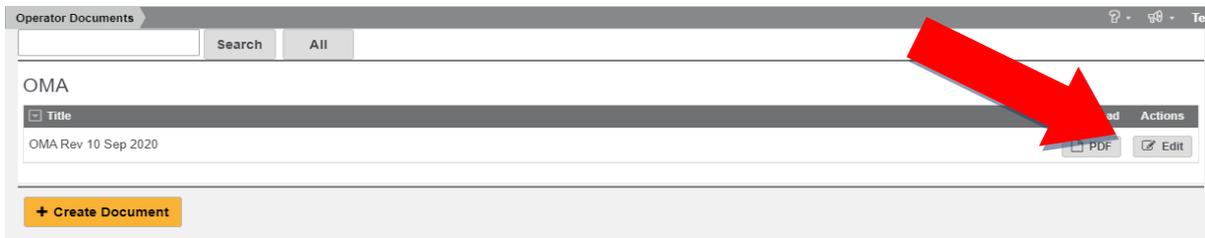
5. The operator may use the "Edit" and "New Version" buttons in the following scenarios:

- **"EDIT"** is used to change Document Type and Title in case of any amendments required;

- **"NEW VERSION"** is to be used whenever a new approved manual revision is to be issued.

IMPORTANT NOTE: The **"DELETE"** button is not to be used to replace a manual which has been superseded by a newer revision. The "New Version" button is to be used instead. This will ensure that older manual revisions are archived and may still be accessible if so required.

Any supplemental documents to a manual (e.g: list of instructors, forms) shall be attached to the document under **SUPPLEMENTAL DOCUMENTS.**

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3.4 Other General Guidelines on the use of Centrik

For time being, access to the Operator Document Repository will be granted to the following postholders:

- Compliance Monitoring Manager

Other Centrik users may be granted access if so, authorized by the above.

It is also important to note that the Document Repository is to be used for *APPROVED MANUALS ONLY.*

PERSONNEL LICENCING